

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
JOB VACANCY POSTING
UNCLASSIFIED POSITION

POSTING NUMBER: HR-0077

ISSUE DATE: October 7, 2016

TITLE: Government Representative 1
(Director, Office of Auditing)

CLOSING DATE: October 21, 2016

DIVISION/UNIT: Office of Auditing

LOCATION: 101 South Broad Street
Trenton, NJ

SALARY RANGE: Salary Commensurate
With Experience

POSITION(S): 1

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Directs coordination of the internal audit process within the Department of Community Affairs. Determines the adequacy and effectiveness of the Department's systems of internal accounting and administrative controls. Directs the review of established systems to ensure compliance with plans, policies, procedures, laws and regulations; directs and implements corrective action; directs the coordination of Federal and State audits. Provides executive guidance to staff; acts as principal advisor to the Commissioner regarding financial and operational audits and operational processes; may deliver presentations and testimonies.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in Accounting.

EXPERIENCE:

Four (4) years of experience in accounting, auditing or compliance work involving fiscal analysis and evaluation and the review of budgets and management operations for a large government agency or private business.

NOTE: Applicants who do not possess the Bachelor's degree but do possess the twenty-one (21) semester hour credits in accounting may substitute the remaining education with experience as indicated above on a year-for-year basis.

NOTE: A Master's degree in Finance, Business Administration, Public Administration, Accounting, or a related field may be substituted for one (1) year of the required experience.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0077
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer